

## Suarez, Caesar (ISD)

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**From:** Suarez, Caesar (ISD)  
**Sent:** Wednesday, March 23, 2016 6:34 PM  
**To:** 'tico@acgraphics.com'; 'ariel@advancedmultisign.com'; 'charessechesterpr@msn.com'; 'suzan@circleofonemarketing.com'; 'melinda@cowendesign.com'; 'design@digigraphix.net'; 'rmoser@gatewaysunlimited.com'; 'tgmarshall@jetgraphics.com'; 'kfdesign@bellsouth.net'; 'accounting@matrix2.com'; 'designmg@bellsouth.net'; 'nationwideprint@bellsouth.net'; 'ariano@nimbusb.com'; 'punlimit@bellsouth.net'; 'tom\_graboski@tgadesign.com'; 'diane@vcink.com'  
**Cc:** Johnson, Laurie (ISD); Martin, Marcia (ISD); Castro, Angel (ISD); Etienne, Eddy (ISD); White, Lourdes (ISD); Jamal, Rambeau (ISD)  
**Subject:** RE: 03-22-2016-B Verification To Bid, SBE/Goods & Services  
**Attachments:** aaa-03-22-2016-b-project-package.pdf.pdf

Good Afternoon,

Project Number: **AAA-03-22-2016-B**

Project Title: **Event Wall Graphics**

SBD is in the process of placing a small business measure on the subject project but we need your help. Please review the information below and respond accordingly, ensuring that all applicable questions are answered.

**The deadline to respond is 4:45 PM, Thursday, March 24, 2016.**

**AAA-03-22-2016-B will be for the purchase of graphics. In addition to the attached specifications and a sample proof, vendors are required to comply with the following additional specifications below:**

- The vendor must create graphics for the Event Wall, located on the Event Level of the facility. **Vendor will be provided with original image/photo** to use to create Event Wall graphic. **Vendor must have all materials required to create graphic.** Size of graphics may vary, depending on the original image and placement of graphic on Event Wall.
- Once the Event Wall graphic is complete (which must first be approved, as discussed below), the vendor must deliver and install the graphic. Exact placement of graphic will be determined by appropriate employee(s). **Vendor must have all materials required for indoor installation.**
- Proofs/mock ups are required of the Event Wall graphics, **which must be approved in writing** by designated employee(s).
  - The proof/mock up must be sent electronically (via email, as a PDF attachment) within 5 days of request.
  - If the proof/mock up requires editing, the proof/mock up must be revised with such edits and resent electronically (via email, as a PDF attachment) within 2 days of communicating the edits.
  - Graphics must be completed and installed within 7 days of final approval.

**Please review the attached document and advise if your firm can provide the item(s) requested by placing a check mark next to each item in which your firm is able to provide.**

**Name of Firm:** \_\_\_\_\_ **SBE/GS Certification #:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Date: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

PLEASE REMEMBER THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SBD TO PLACE SMALL BUSINESS MEASURES ON CONTRACTS.

**Caesar Suarez**

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Small Business Development Division  
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**“Help stimulate Miami’s economy by supporting Small Businesses”**

**RFI STATUS: SUBMITTED TO COUNTY**

44-03-22-2016-B  
DATE 3/21/2016

## EVENT WALL GRAPHICS

## Full Line Items

ECPU: ESTIMATED COST /UNIT	PMP: POTENTIAL MINIMUM PURCHASE	PAP: POTENTIAL ANNUAL PURCHASE	PP: PURCHASE FREQUENCY	ETD: ESTIMATED DELIVERY TIME					
ITEM	MFR	MFR PART # /SKU	ECPU	MIN QTY	PMP	PAP	PP	ETD	DETAILS
Creation and installation of graphics for <del>Plasma</del> Event Wall	Made to order	Made to order		1			5	5	Create and install graphics of past <del>Plasma</del> events for the Event Wall (Event Level of the <del>Arena</del> ). Vendor is responsible for creating the graphic and indoor installation; see email for further details. Wall graphic size: 8.75' x 3.6', sizes may vary. Wall graphic material: 3M graphics, LJ180; 3M 8520 Matte laminate. Arena will require proof/mock up of graphics; see email for proof/mock up requirements and corresponding deadlines. See (2) attached photos.
Totals									



